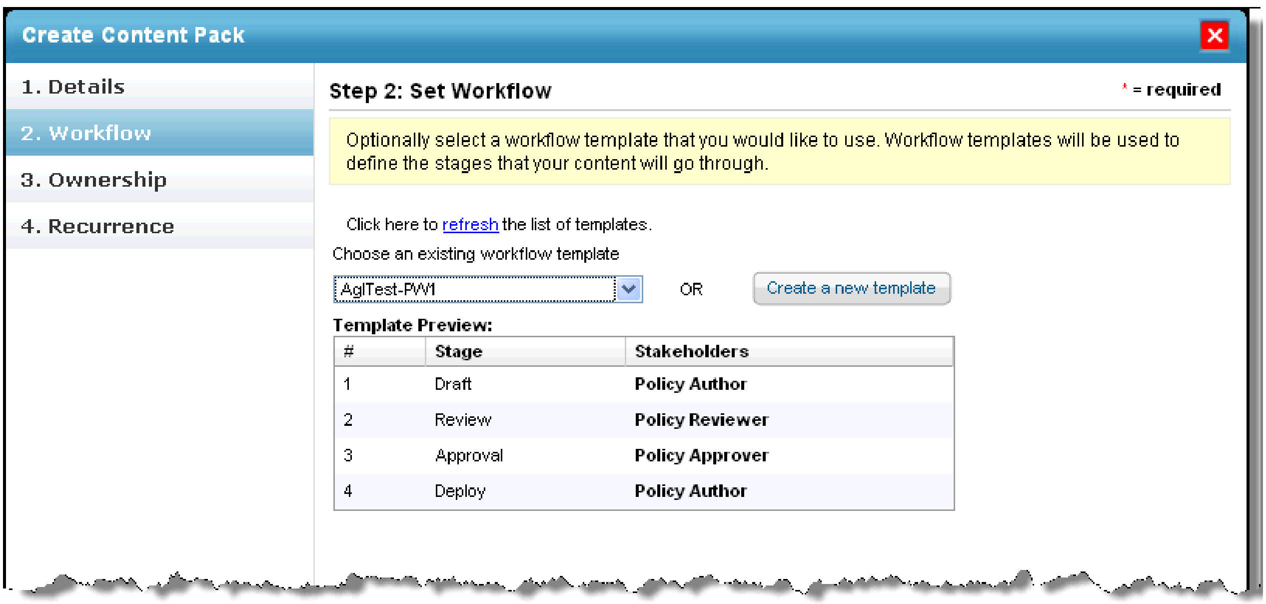
Creating a New Content Pack

Use content packs to develop and review organization specific content. To create a new content pack, your user role must have the Control View and Control Author permissions.

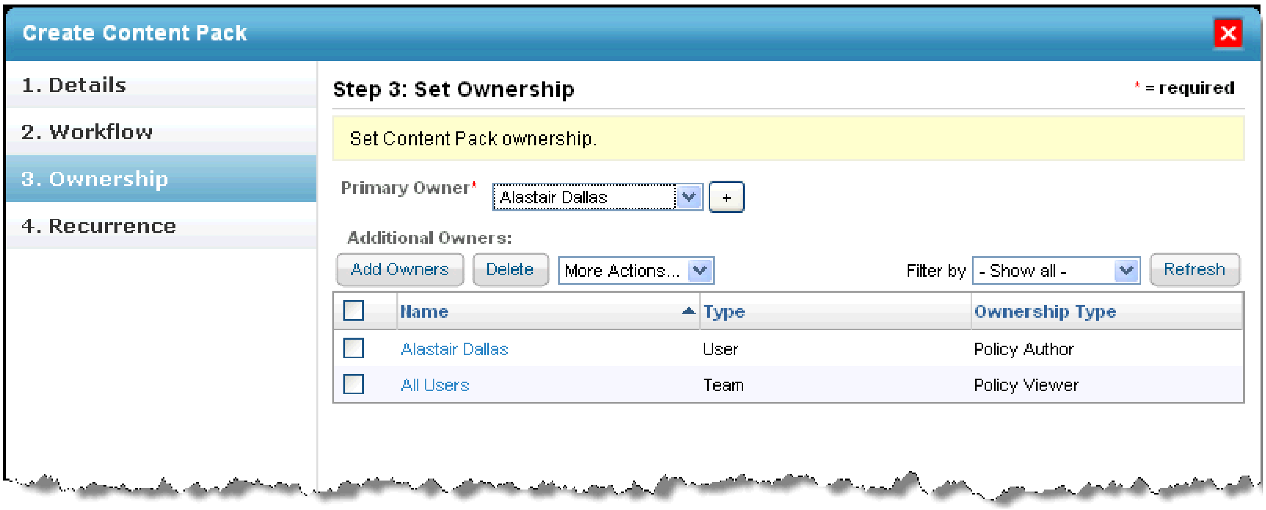
To create a new content pack:

1. On the **Content** menu, click **Controls and Questionnaires**. (On the **Risks** menu, click **Controls and Questionnaires**. On the **Content** menu, click **Questionnaires**.)
2. Expand **Organization Content** and select the group where you want to create the pack.
3. Click **New Content Pack**. The **Create Content Pack** wizard appears, showing the **Details** wizard page.

4. Enter a name, description, and any comments that you want to add to the version log.
5. Click **Next**. The **Workflow** wizard appears.



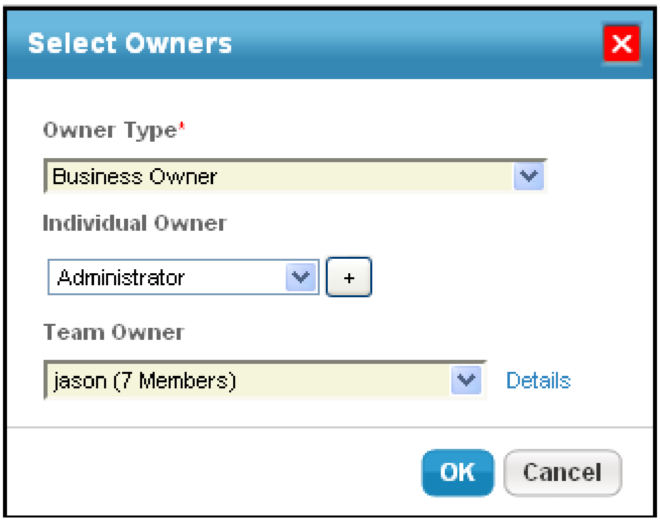
6. Select the workflow that you want to follow when creating this content pack.



7. Click Next. The Ownership wizard page appears.

8. Configure the content pack ownership. To change the primary owner, select a different user from the primary owner drop-down. To remove an owner click check the owner row and click Delete. To add another user, click Add Owners:

The **Select Owners** dialog appears.

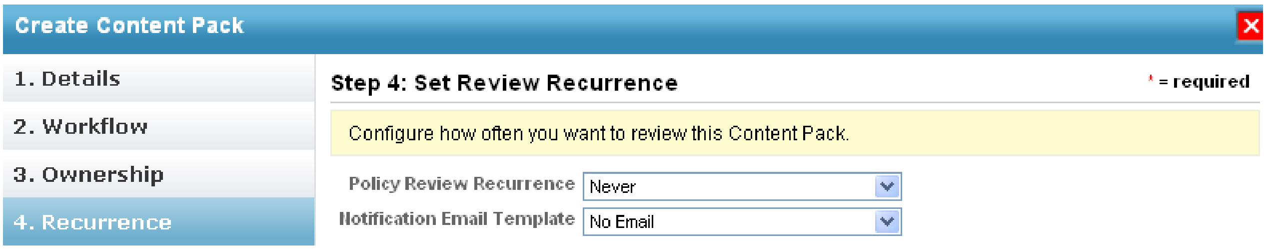


The user and/or team display in the table.

- Select the owner type. For more information, see Configuring Ownership Types .
- Select a user from the individual owner drop-down. Skip this option to assign a team only.
- Select a team from the Team drop-down list. Skip this option to assign a user only.
- Click OK.

The user and/or team display in the table.

9. Click **Next**. The **Recurrence** wizard appears



Specify how often the review must recur (or if it should not at all) and select an email template to use to remind stakeholders.

10. Click **Finish**.

The content pack workflow process launches and the stakeholders of the first stage are notified. When the associated workflow is moved to the closed status, the content pack is deployed and versioning is applied.